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For further information visit:

[www.dma.wi.gov](http://www.dma.wi.gov)  
[www.oser.wi.gov](http://www.oser.wi.gov)  
[www.etf.wi.gov](http://www.etf.wi.gov)

# THE SHR QUARTERLY



From the Director:

As another year comes to a close, I want to say that it has again been our privilege to serve you, DMA's valuable state employee workforce. All of us in WING-SHR strive to provide you with timely and accurate information and services to help you do, and be, your best!

We can all be proud of working to support the important missions of the Department of Military Affairs, whether you are supporting the Air National Guard, Army National Guard, Wisconsin Emergency Management, Challenge Academy, or all of the above!

On behalf of all of us in WING-SHR, I extend best wishes to you and your families this holiday season! And, we look forward to working with you in 2008!

*Lynn E. Boodry*

## SUPERVISOR

### CONFERENCE A

**SUCCESS!** SHR sends a hearty thanks to all of the Base Services employees at Volk Field CRTC for providing a welcoming and comfortable environment for our Supervisors Conference this past October. The lodging accommodations and conference center were outstanding! A special thanks to Teresa Revels in Base Services for her assistance in coordinating this event.

## CAREER ADVANCEMENT

Have you thought about a career change or advancement within the DMA? Many people are comfortable with their current positions and are provided the challenges and rewards needed to keep them energetic about coming to work each day, but others may be looking for a new challenge. There was something about working at the DMA that sparked an interest in each and every one of us. Maybe it is the mission of the agency, the location, or the type of work being performed. Regardless of the reason, many employees have invested a lot of time and energy with the Department and they want to continue their careers with the DMA. However, the nature of our organization provides limited opportunities for change and advancement. Don't miss out on opportunities when they happen!

If you are interested in competing for future vacancies, within the DMA or even in other state agencies, you are encouraged to keep an eye on <http://Wisc.Jobs> to learn of future exam administrations. **GO TAKE THE TEST**, hopefully do well, and get on the register.

Many potential opportunities present themselves in job titles which are not specific to the DMA. The Office of State Employment Relations (OSER) publishes announcements, administers exams, and establishes lists of names for all agencies to utilize, and the DMA often takes advantage of this. Some of these titles include Office Support, Facilities Maintenance Specialist/Advanced and HVAC Specialist/Advanced. WING-SHR also creates and administers unique exams for classification titles/series unique to DMA such as Emergency Government Specialist, Fire Crash Rescue Specialist, Cadet Specialist, and others. Read the job announcements carefully, as many of them will reference the use of the register for current and future vacancies. Call the point of contact listed in the announcement if you have questions. Don't miss out on the opportunity to grow within the DMA – take the test!

## MILITARY LEAVE – WHAT DO I DO BEFORE I LEAVE?

You've gotten your orders for annual training or active duty, but you're not sure who to tell. The first person should be your supervisor. Schedules may have to be shifted and coverage must be worked out. Secondly, you need to talk to Payroll. Some items to consider are:

- How long will I be gone?
- Will I be on paid leave or unpaid leave?
- What happens with my insurance(s) or other deductions?
- What do I need to provide to Payroll?
- What does Payroll need to provide to me?
- What are my options upon return from extended tour of duty?

Because each soldier's leave and personal information is unique, it is very important to discuss your payroll and benefit status prior to deployment. As soon as you find out that you will be gone, please contact Katie Esser at 608-242-3165 (DSN 724-3165) or Cathy Johnson at 608-242-3167 (DSN 724-3167). It will put you and your family's worries at ease!

## LEAVE WITHOUT PAY REQUESTS

When a state employee (including supervisors) wants a leave of absence without pay for more than two consecutive weeks, a Leave Without Pay Request/Authorization Form (found on the DMA website) must be completed. The form must be completed in its entirety including reason for requesting the leave, a start date and an anticipated return to work date. Absences of less than two consecutive weeks require prior supervisory approval.

In order to enable a supervisor to adjust workloads, employees must request any leave of absence as far in advance as possible. The completed form should be submitted directly to the supervisor for review/approval and then forwarded to Lynn Boodry, State HR Director, immediately. Questions with regards to requesting a leave of absence without pay can be directed to Lynn Boodry, ext. 3163.



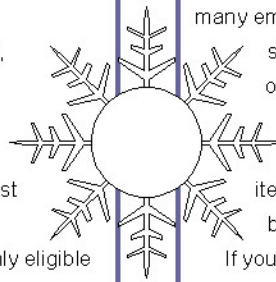
### WRS – VESTED OR NOT?

A common question being asked lately: Is there a minimum number of years that I have to work under the Wisconsin Retirement System (WRS) to be vested?

If you began employment covered under the WRS before January 1, 1990, **OR** have worked under the WRS on or after April 23, 1998, you are automatically vested under the WRS.

If you began covered WRS employment on or after January 1, 1990, **and** last terminated covered WRS employment before April 23, 1998, you must have earned some creditable WRS service in at least 5 separate calendar years to meet the WRS vesting requirement. If you are not vested, you are only eligible for a separation benefit regardless of your age when you apply for a WRS benefit.

More information with regards to retirement and other benefits can be found on Employee Trust Funds' website at <http://etf.wi.gov>.



### PLEASE CHECK YOUR MAILING ADDRESS!

Because electronic deposit has become so popular, many employees don't always look for their advice statement in the mail. Whether you take advantage of electronic deposit or not, do you ever look at the address printed on your check stub? Your address is used for a number of very important items such as your health insurance, ETF retirement benefits, and the W-2 mailing in January.

If you notice that the address on your check/advice stub still shows where you previously lived, or is incorrect, please notify DMA Payroll for the appropriate paperwork so that your mail follows you!

### *Many Thanks to You*

**Thank you** to all who so generously participated in the annual Partners in Giving, the State Employees Combined Campaign. Through our Special Events, the Bake Sale, Hot Dog and Taco lunches we raised over \$1,000 in addition to individual pledges. Special thanks go out to several DMA Managers who helped defray food and other costs for our Special Events! Please remember that your contribution is worth a mint to someone in need. **On behalf of all of those who benefit from your acts of kindness, a heartfelt thank you!** Julie White, DMA SECC Chair

### YOU MAY NEED TO CHECK YOUR WITHHOLDING

**Since you last filed Form W-4, did you . . .** Marry or divorce? Gain or lose a dependent (birth, adoption, dependent reaching the age that he/she no longer qualifies as a dependent)?

**Were there major changes to . . .** Your non-wage income (interest, dividends, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)? Your itemized deductions?

**If you answered "YES" . . .** To any of these questions or you owed extra tax when you filed your 2006 return, you may need to file a new Form W-4 for 2008. Forms can be obtained from DMA Payroll or on the IRS website at <http://www.irs.gov>.

### SOCIAL SECURITY UPDATE

The Social Security Administration has released a new wage base for 2008. The social security wage base will increase from \$97,500 to \$102,000. The Medicare wage base has no limit.

The employee and employer tax rates on wages will remain the same – 6.2% for social security and 1.45% for Medicare. The social security tax rate of 6.2% will be applied to the first \$102,000 of an employee's wage. The Medicare tax rate of 1.45% will be applied to the total employee's wage.

**PTAWEB NOTES . . .** For those employees earning overtime, supervisors must remember to indicate in the "Employee Profile" under the "Employee Menu" how overtime is to be compensated – either in cash or comp. This setting can be changed as often as each pay period, however, only supervisors have the authority to change the profile.

### WINTER WEATHER SAFETY – THINK SAFE, BE SAFE

Winter brings with it all kinds of safety risks outside, but did you know that serious hazards may be inside your home? Heating sources such as gas, wood, kerosene or other fuels release carbon monoxide (CO) when burned. On average there are 240 home poisoning deaths each year. Follow these safety tips to ensure you are prepared during these cold winter months:

- To protect against fires and carbon monoxide poisoning, install at least one smoke alarm AND CO alarm on every level of your home, preferably near sleeping areas.
- Have an expert inspect chimneys every year for cracks, leaks and soot build up in ash traps.
- When using space heaters keep an eye on children and pets in the vicinity.
- In case of a power outage, stock up on batteries, flashlights (know where they are too!), battery powered radios, canned foods and bottled water.

**If you haven't done so already, be sure you install or test your smoke alarms and carbon monoxide detectors.**

**Have your chimney and heating systems cleaned, inspected and repaired as needed.**



**VACATION CARRYOVER . . .** Remember to use your Personal Holiday and Saturday/Legal Holiday hours (as applicable) by December 31, 2007 so you don't lose them! This includes employees on probation. Under most circumstances employees may carry over 40 hours of annual leave into 2008 but it must be used by June 30th or will be forfeited.

# HAPPY NEW YEAR!